

Comparison of Traditional and Electronic Meeting Requirements

This table focuses upon major differences likely to concern board members. Differences in administrative details (for example, the content of the required notice of meeting) are omitted. Also omitted are requirements that are the same regardless of the physical or electronic method is used.

	TRADITIONAL MEETING (VA. CODE § 2.2-3707)	ELECTRONIC METHOD #1 (VA. CODE § 2.2-3708)	ELECTRONIC METHOD #2 (ACTS 1999, CH. 704, AS AMENDED)
Notice of meeting	Three working days.	Thirty calendar days.	Seven calendar days.
Notice of emergency meeting (other than a continuation of an existing meeting)	Contemporaneous with notice to members	Thirty calendar days. (Nature of the emergency must be stated in the minutes.)	Contemporaneous with notice to members. (Basis of emergency stated orally and in the minutes.)
Number of participants required in 1 place	All.	Quorum.	None.
Method of remote connection.	Not applicable.	Telephone or video conference.	Video conference.
Public accessibility of remote location(s).	Not applicable.	All locations used by members must be accessible to public.	Location(s) used by 3 members (or a quorum, if less than 3) must be in Va. and accessible to public.
Must board or committee make a tape recording of the meeting?	No.	Yes, audio recording for telephonic meeting, audio-visual for video conference.	Yes, either an audio recording or an audio-visual recording.
Roll call voting	Generally not required.	Required for all votes.	Required for all votes.
Closed sessions permitted?	Yes.	No.	Yes.
Special announcement required?	No.	No.	Yes. Chair must announce the special report that is required.*
Annual report about such meetings?	No.	Yes*	Yes*
Limitations on use	None.	May be used for only 25% of all meetings held by the board and its committees. (Does not preclude emergency meeting when regular meeting not possible.)	May be used only if membership of entity (board or committee) includes persons who reside or work more than 55 miles from the meeting location.
Technical malfunction	Not applicable	If there is an interruption in the audio or visual component, the meeting must stop until public access is restored to all meeting sites.	If there is an interruption in the audio or visual component, the meeting must stop until public access is restored to all meeting sites.

*If electronic meetings are held, Va. Code § 2.2-3708(E) requires an annual report to VITA on the number and dates of all meetings, and the number and purpose of electronic meetings. Chapter 704, as amended (Section 13) requires an annual report to the FOIA Advisory Council and to JCOTS on: the total number of electronic communication meetings held; the dates and purposes of the meetings; the number of sites for each meeting; the types of electronic means by which the meetings were held; the number of participants, including the members of the public, at each meeting; the number of remote participants; a summary of any public comment received about the electronic communication meetings; and a written summary of the public body's experience using electronic communication meetings, including its logistical and technical experience.